

CARBONDALE UNITED PRESENTS
THE 4TH
VIRTUAL YOUTH SUMMIT 2020:
EMPLOYMENT



SUMMIT SCHEDULE

- There are 4 modules in today's summit:
 - Job Prep – Research, Applications, and Interviews
 - Virtual Fashion Show!
 - Local Employers
 - Record Expungement and Sealing
- There will be a Q&A after each presentation. You can submit your questions while a speaker is presenting and we will collect them for the Q&A sessions.
- We will share this PowerPoint on the Carbondale United Facebook page so you can access the resources shared.

HOUSEKEEPING TIPS

- Want to ask a question? There are 3 ways to submit your question:
 - If you are viewing this summit in Zoom, use the Q&A function. Submit your question anonymously by checking the “Send Anonymously” box.
 - If you are viewing this summit on Channel 16, call/text your question to:
1-872-356-2939
 - If you are viewing this summit on Facebook, comment on the Livestream.
- If you are having a technical problem, use the “Raise Hand” function.
- To be eligible to win prizes, you must: complete the registration form before the summit; attend the summit; and complete the survey provided after the summit. Winners will be contacted via phone or email.



We Are Beautiful, Intelligent, Kind
and Loving To Each Other.
Our Minds Are Growing And
Developing, In Progressive And
Positive Ways!



Carbondale United Presents



March On Washington

**THE MARCH WILL START AT
800 E WALL ST
ATTUCKS PARK**

Making The Dream A Reality

Friday August 28th 2020 @5:30 PM

**WE ARE TAKING BACK TO 1963 DRESS TO IMPRESS
MARCHING | MUSIC | VENDORS | SPEAKERS |**

**FOR MORE INFO CONTACT: NANCY MAXWELL
PH: 618-306-5885**



KATHY LIVELY



Kathy Lively holds a Masters Degree in Workforce Education and Development. She began her work in Adult Basic Education culminating as Associate Dean of Adult Basic and Secondary Education at John A. Logan College. Ms. Lively is CEO of MAN-TRA-CON Corporation, Past President of the Illinois Workforce Partnership (IWP), participates on the Regional Economic Development Corporation, Greater Egypt Planning and Development Commission, and Jefferson County Development Corporation boards. Kathy served as Executive Director of the ConnectSI 20-county economic development initiative focused on Broadband deployment in rural southern Illinois. Lively serves as staff to the Southern Illinois Workforce Development Board collaborating with multiple state agencies and economic development partners. Lively currently leads a 19-county Apprenticeship Expansion grant.

Recognitions include: the Southern Business Journal's 2017 "Women in the Know"; Southern Illinois University's 2008 "Inspiring Women of Achievement Award"; the Southern Business Journal's 2006 "Leader Among Us"; and the 2007 Governor's Workforce Conference Individual Leadership Award.





Looking for a new career or growth position?

Tired of working at a “low-wage” job? Want to get paid while in training?

Not sure what you want to do, or how to get to a better place?

Your path to a new career begins with us!

If you are 18 years or older and looking for a full-time job, **Man-Tra-Con Corporation** can help. We offer “NO COST” career services to help you find employment that will support yourself and your family, plus be a good fit for your skills and interests. **WE ARE NOT A TEMP AGENCY!** Whatever your situation, our Career Specialists will help you choose a career path and find a “good-paying” job.

Man-Tra-Con can help you...

- Find a career you will love
- Research and apply for jobs
- Create a resume and cover letter
- Practice interviewing
- Pay for college or training
- Get paid while you are in training!
- Receive financial support for mileage and childcare costs

Referrals

You may also be eligible to receive additional “NO-COST” services through programs provided by our partnering agencies, such as:

- GED exam preparation
- FREE financial literacy services
- Food stamps, medical cards, childcare, etc.
- Legal assistance with expungement and concealment

Interested in learning more about how we can help?

Call Frances at 618-998-0970, or visit our website at mantracon.org.

We are proud supporters of Connect 360

Man-Tra-Con Corporation is a proud member of the American Job Center network, and an Illinois workNet partner. Equal Opportunity Employer/Program. Auxiliary aids are available upon request to individuals with disabilities. For those who do not use traditional print this information is available electronically. For specific access information please contact (Voice) 618-998-0970, ext. 215, (TTY Video Phone #) 618-364-8123, or TammyKirk@mantracon.org.



AUGUST 2018

Visit our website at www.mantracon.org

Find us on Facebook!

A proud partner of the American Job Center network

JOB PREP: RESEARCH

MEET YOUR SPEAKER: **GREGORY NORRIS**

Gregory Norris is a Retired Marine Corps Drill Instructor. He is the founder of the Non-Profit Organization named ACES 4 Youth. He attended the White House twice to participate in meetings on how to Launch President Obama's My Brother's (Sister's) Keeper Initiative, a program particularly for black males and females of color.



JOB PREP: APPLICATIONS

MEET YOUR SPEAKER: **AMY BLOCKER**

Career Specialist, Man-Tra-Con

Amy matches applicants with jobs that suit their talents. She enjoys helping those who are having a hard time finding a job get into a position that they love and provides for their family.



Job Applications: Gather your information

Complete job history, including:

- ✓ *Employer Name*
- ✓ *Job Title*
- ✓ *Dates Worked*
- ✓ *Supervisor's Name*
- ✓ *Employer Address and Phone Number*

Your resume, saved in Microsoft Word or PDF format

Job Search Tip!

- Save your resume with a file name that includes your name, like “Jane Doe Resume.pdf”.
- Recruiters get lots of resumes named just “Resume” or “My Resume”. Adding your name can help ensure your resume doesn't get mixed up with someone else's information.

Job Applications: Gather your information

Contact information for references, including:

- ✓ *Full name*
- ✓ *Phone number*
- ✓ *Employer and job title*
- ✓ *Email address*

Who should your references be?

- *Former managers*
- *Former coworkers*
- *Professors/teachers*
- *People you have volunteered with*
- *Clergy*
- *Coaches*
- *Customers*
- *Business acquaintances*

No family members, please.

And don't bother with generic letters of recommendation.

Job Applications: Gather your information

Summary of your duties for each job

A list of your skills, including:

- ✓ *Duties you have performed at paying jobs or volunteer work (e.g., cashier, floor maintenance, file management, customer service)*
- ✓ *Technical skills, such as software you are proficient in or equipment you have operated (e.g. Microsoft Word, Forklift Operation, Lathe Operation, QuickBooks)*

Job Applications: Applying Online

- Many companies are using Applicant Tracking Systems to handle the job applications and resumes they receive.
- These tracking systems search the information you provide for keywords related to the job (such as “cashier” or “forklift”) and other job requirements (like a high school diploma or college degree).
- Applicant Tracking Systems mean your application is often read by a computer first, and the computer decides whether it is ever seen by a human being.
- Look for keywords in the job listing, and try to match them up with words you are using in your descriptions of job duties or listings of your skills.

Job Applications: Where to Apply

- Be sure you are following the directions from the employer! Job search sites such as Indeed or CareerBuilder advertise a way to apply easily through the website, but that may not be what the employer is requesting.

What Indeed Suggests

Center Care Case Assistant II
Caritas Family Solutions ★★★★★ 37 reviews - Cartersville
Full-time, Part-time

Ap No Save this job

What the Employer Wants

We offer a highly competitive benefits package including medical, dental, vision, life, short and long term disability insurance, tuition reimbursement as well as a generous retirement savings plan 403 (b) are available to eligible Full-Time and Part-time staff. **Interested candidates should submit an application and upload a current resume online at www.caritasfamilysolutions.org/jobs.**

Job Application Tips!

- Be sure you are following all the steps requested by the employer to apply for a job online.
- Allow plenty of time to complete online job applications. Some processes take up to an hour to finish.
- Be sure your grammar and spelling are correct, and do not abbreviate or take other shortcuts (text speak) when completing online job applications.

Be sure to read the fine print!

Please note that a "Yes" answer to any of the following questions will not necessarily disqualify you from employment. Factors such as the age and time of the offense, seriousness and nature of the violation, and rehabilitation will be considered when making any employment decisions. Have you ever been convicted of a crime? Do not include convictions that were sealed or expunged pursuant to a court order. NOTE: Before answering this question regarding criminal convictions, please refer to the instructions below if you reside or are applying for a position in California, Connecticut, District of Columbia, Georgia, Hawaii, Illinois, Massachusetts or Washington. Please explain any "Yes" answer. Use additional paper if necessary

Have you ever been convicted of a crime?

Are you currently awaiting trial for any criminal offense?

Have you ever initiated an act of violence in the workplace?

If the job requires, do you have the appropriate valid driver's license?

Have you had any moving violations within the last seven years?

California Applicants: Do not identify any misdemeanor conviction for which probation has been successfully completed or otherwise discharged and the case has been dismissed by a court. Also, do not identify any misdemeanor conviction entered by the court more than 2 years ago that involves: unlawful possession of marijuana; transportation or giving away up to 28.5 grams of marijuana, other than concentrated cannabis; or the offering to transport or give away up to 28.5 grams of marijuana, other than concentrated cannabis; possession of paraphernalia used to smoke marijuana; being in a place with knowledge that marijuana was being used; or being under the influence of marijuana. Connecticut Applicants: Applicants are not required to disclose the existence of any arrest, criminal charge, or conviction, the records of which have been erased pursuant to section 46b – 146, 54 -76c or 54 – 142a of the Connecticut General Statutes. Criminal records subject to erasure under these sections are records pertaining to: finding of delinquency or the fact that a child was a member of a family with service needs, an adjudication as a youthful offender, a criminal charge that has been dismissed or nolle prosequi (not prosecuted), a criminal charge for which the person was found not guilty, or a conviction for which the offender received an absolute pardon. Any person whose criminal records have been erased pursuant to these sections is deemed to have never been arrested within the meaning of the law as it applies to the particular proceedings that have been erased, and so may swear under oath. District of Columbia Applicants: Do not identify any guilty plea that was discharged by the court under Georgia's First Offender Act. Hawaii Applicants: Do not answer this question at this time. You will only have to answer this question if you receive a conditional offer of employment. At that time, you will be asked whether you have been convicted of a crime within the past ten (10) years. Illinois Applicants: Do not answer this question at this time. You will only have to answer this question if you receive a conditional offer of employment. Massachusetts Applicants: An applicant for employment with a sealed record on file with the Commissioner of Probation may answer "no record" with respect to an inquiry herein relative to prior arrests, criminal court appearances or convictions. In addition, an applicant for employment may answer "no record" with respect to an inquiry relative to prior arrests, court appearances and adjudications in all cases of delinquency or as a child in need of services which did not result in a complaint transferred to the superior court for criminal prosecution. Massachusetts applicants should not disclose information regarding first-time misdemeanor convictions for drunkenness, simple assault, speeding, minor traffic violations, affray or disturbance of the peace. Finally, Massachusetts applicants should not disclose convictions for other misdemeanors where the date of conviction or the end of any period of incarceration was more than five years ago unless there have been subsequent convictions within those five years. New York Applicants: You may answer "no record" concerning any criminal proceeding that terminated in your favor, per section 160.50 of the New York Criminal Procedure Law; any criminal proceeding that terminated in a "youthful offender adjudication", as defined in section 720.35 of the New York Criminal Procedure Law; a conviction for a "violation" that has already been sealed by the court, per section 160.55 of the New York Criminal Procedure Law. Washington Applicants: Do not identify any conviction that is more than ten (10) years old at the time of making this application.

Illinois Applicants: Do not answer this question at this time. You will only have to answer this question if you receive a conditional offer of employment.

JOB PREP: INTERVIEWS

MEET YOUR SPEAKER:
LEIGH CALDWELL DUNNING

Adult/Dislocated Worker Program Coordinator, Man-Tra-Con



2017 Survey of Recruiters by JobVite

Recruiters eliminated candidates who did these things during the interview:

- Candidate was rude to the receptionist or support staff (86%)
- Candidate checked phone during the interview (71%)
- Candidate showed up late (58%)
- Candidate had bad hygiene (52%)

Tell Me About Yourself.

- Recruiters use this question to break the ice.
- Be brief.
- Tell the interviewer who you are, why you're qualified, and why you're here.

Tell Me About Yourself: Tips for Answering this Question

- Talk about the “big picture” – beware of TMI.
- Start with what you’re doing now, not at the beginning. NOW is most relevant.
- Don’t list job duties anyone would do in your past positions – talk about what you have accomplished that set you apart.
- Wrap up this answer in a way that demonstrates your enthusiasm.

Tell Me About Yourself: Example

Who You Are

I'm a retail manager with seven years of experience in customer service, inventory management, and sales.

Why You're Qualified

I have been promoted twice and won several performance awards. I love managing teams and solving customer problems.

Why You're Here

I love my current role, but I'm ready for a bigger challenge, and the fast pace of this position really excites me.

Tell Me About Yourself: Example

Who You Are

I'm a recent SIU psychology graduate with a passion for working with developmentally disabled adults.

Why You're Qualified

While in college, I volunteered at the Center for Autism Spectrum Disorders, helping adults develop social skills in a group setting.

Why You're Here

I admire Centerstone's work with the developmentally disabled in this area, and this position would be a great way to start my career in the field.

Tell Me About Yourself: Example

Who You Are

I'm a high school senior, and I am looking for my first job.

Why You're Qualified

I am eager to learn customer service skills and to be able to start building my resume.

Why You're Here

I love Culver's food, and I can tell this would be a great place to work.

Do You Have Any Questions for Us?

The most common way that job seekers answer this question is by saying “No.”

But “no” is the wrong answer to this question!

Be ready to ask some questions to demonstrate your interest in the job.

Do You Have Any Questions for Us?: Tips for Answering This Question

- Ask for more detail about something interesting and positive you heard during the interview. Is the company expanding? Are they introducing a new training program? Those are things you could ask a specific question about.
- Pose your questions as if your interviewer has already decided to put you in the job. Take the opportunity to make the interviewer picture you in the position. (“Can you tell me about the team I will be working with?” rather than, “Can you tell me about the team I would be working with if you hire me?”)

Do You Have Any Questions for Us?: Tips for Answering This Question

- Don't ask questions you could Google or that you already know the answer to. ("So what do you do here anyway?" is NOT a good question ... you should have done your research in advance.)
- Don't ask questions about pay, time off or other benefits, unless your interviewer brings those up first. Those discussions are generally appropriate when you are offered a job, not at the interview.

Do You Have Any Questions for Us?: Examples

- Can you tell me what a typical day looks like for an employee in this position?
- Can you give me some specifics about what training I will receive for this job?
- What attributes do the most successful employees in this job have?
- Can you tell me about the team I will be working with?

Do You Have Any Questions for Us?: Examples

- Where do you see the company growing over the next five years?
- How long have you worked with the company? (Question to your interviewer.)
- What do you enjoy most about working here? (Question to your interviewer.)
- Is there anything else that I can provide you with that would be helpful?



QUESTIONS?

Leigh Dunning
leighdunning@mantracon.org



VIRTUAL FASHION SHOW

We'll share a picture of an outfit, then you get to decide:

TO WEAR OR NOT TO WEAR?

- Why or why not is this appropriate dress for an interview?
- Rate the outfit on a scale of 1-10
 - 1 is TERRIBLE; 10 is PERFECT
- Submit your responses in the Q&A
- Or, comment on our FB Live
- Or, text us: **1-872-356-2939**



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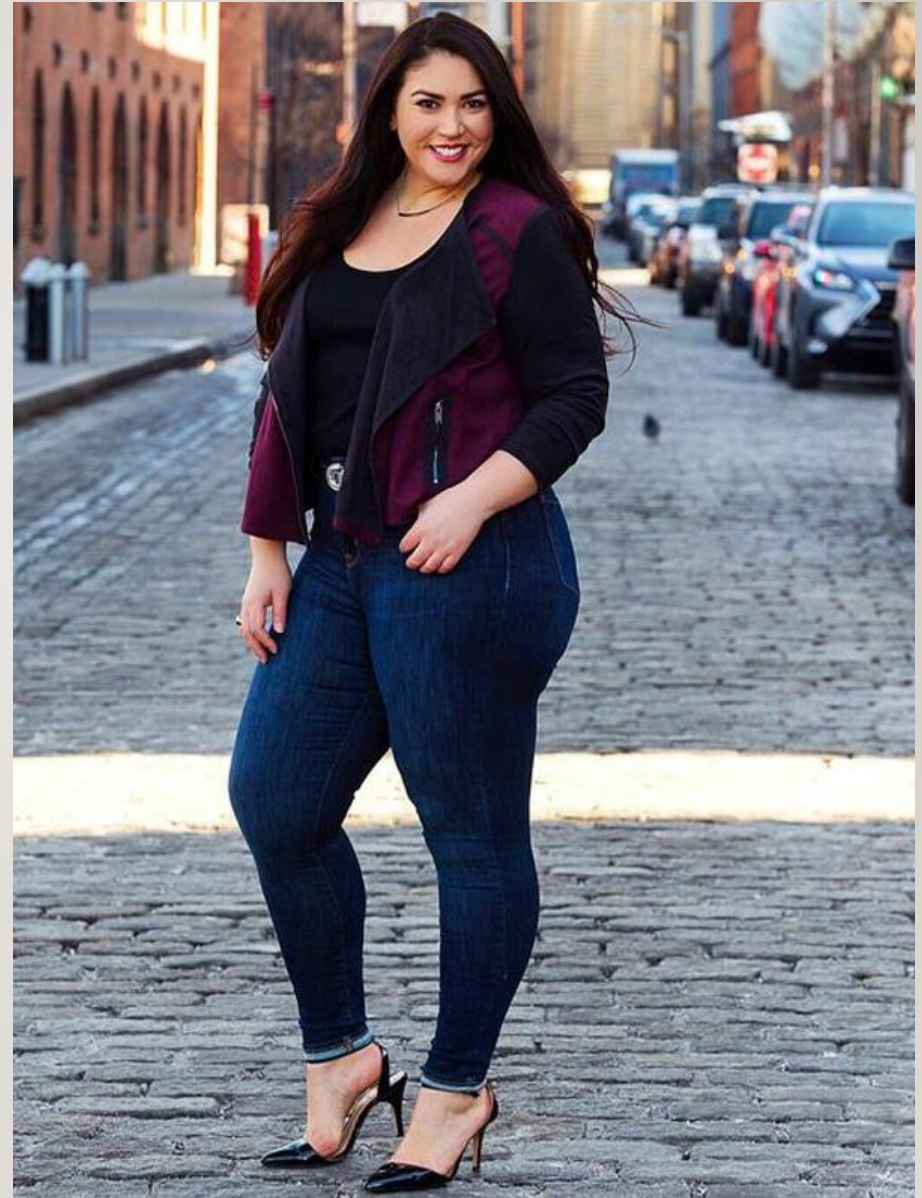
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GENDER-NEUTRAL EXAMPLES



WHAT TO AVOID

- Open-toed shoes
- Shorts or low-cut shirts
- Hats or athletic-style attire
- Hooded sweatshirts and jackets
- Too much makeup, cologne, or perfume
- Mismatched colors
- Jeans are ok for more blue-collar jobs, just make sure they are dark, have no holes, are cut well, and are not wrinkled
- Interview outfit recommendations for high schoolers: <https://www.indeed.com/career-advice/interviewing/what-to-wear-to-an-interview-teenager>



LOCAL EMPLOYERS



PEPSI



AISIN



IPG

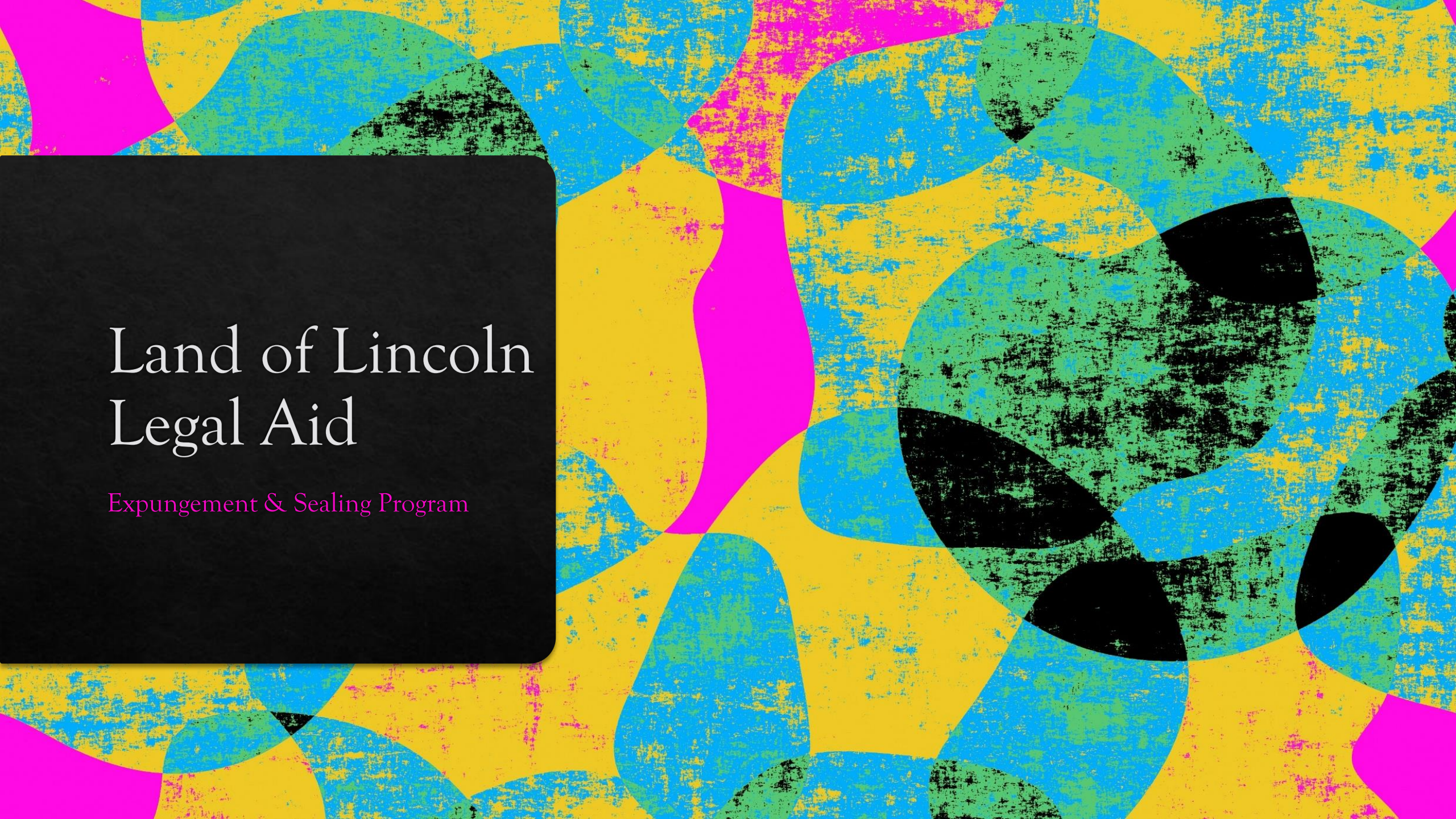


NICHOLETTE DOLIN



Nicholette Dolin is a paralegal at Land of Lincoln Legal Aid in Carbondale and has been helping low-income individuals clear their criminal records through the expungement and sealing program since 2017. She is a native of southern Illinois with degrees from John A Logan College, Southern Illinois University, Southwestern Illinois College, and a master's degree from St. Louis University. As a Community Organizer for Illinois Coalition for Community Services, Nicholette helped create grassroots initiatives throughout the state to benefit youth. She also has experience managing employment programs while working for Man-Tra-Con and Southern Illinois Collegiate Common Market, and was Director of the Addus Adult Day Center in Marion.





Land of Lincoln Legal Aid

Expungement & Sealing Program

Who cares about criminal records?

- ◆ Employers
- ◆ Landlords
- ◆ Schools
- ◆ Government Agencies
- ◆ Potential business partners or roommates





Public and seen without permission

- ◇ Records can be seen on the internet without your knowledge or consent
- ◇ Even cases that were dismissed or found innocent can be viewed

Expunging & Sealing Records

- ◆ Expunge = destroy the record
- ◆ Seal = hide the record from view
- ◆ To qualify, you must no longer be connected to court systems (no pending cases, not on probation or court supervision, etc.)



Ways to apply



Breaking Barriers to Justice

- ◇ 1-855-601-9474
- ◇ www.lincolnlegal.org
- ◇ 509 S. University Avenue, 3rd Floor
Carbondale, IL 62901

SURVEY INFORMATION

- To win prizes and receive extra credit:
 - If you attended via Zoom, complete the survey.
 - If you watched on Facebook, Channel 16, or Youtube, email carbondaleunited15@gmail.com with the word on the card the MC held up.
- **Privacy Disclaimer**: The information contained in these documents is confidential, and will not be used, published, or redistributed without the prior written consent of Carbondale United.

CONTACT INFORMATION

For questions or more information contact Carbondale United

Email address: carbondaleunited15@gmail.com

Phone: 618-306-5885

Thank You!

The Women's Center
Carbondale Public Library
Carbondale Branch NAACP
Aces 4 Youth
African American Museum of Southern Illinois
Zeta Amicae of Carbondale
The City of Carbondale
Carbondale Community High School
Carbondale Elementary School District
Race Unity Group of Carbondale
Carbondale Human Relations Commission
Illinois Mom's Demand Action
Print's R Us
First Christian Church
Women United Network

Boys and Girls Club of Carbondale
Gregory Norris
Diana Sussman
Elizabeth Hartman
Dr. Linda Flowers
Rachel Brenningmeyer
Paige Keneipp
Yolanda Dean
Man-Tra-Con
Kathy Lively
Amy Blocker
Leigh Caldwell Dunning
Land of Lincoln
Nicholette Dolin
Dr. Dora Micki Weaver

Ryan Thomas
Amy Britt-Simpson
Faith Miller
Jane Meyer Otte
Merle Chickini
Roger Webb
WPSD Channel Six News
WSIL Channel Three News
Pepsi
AISIN
IPG

